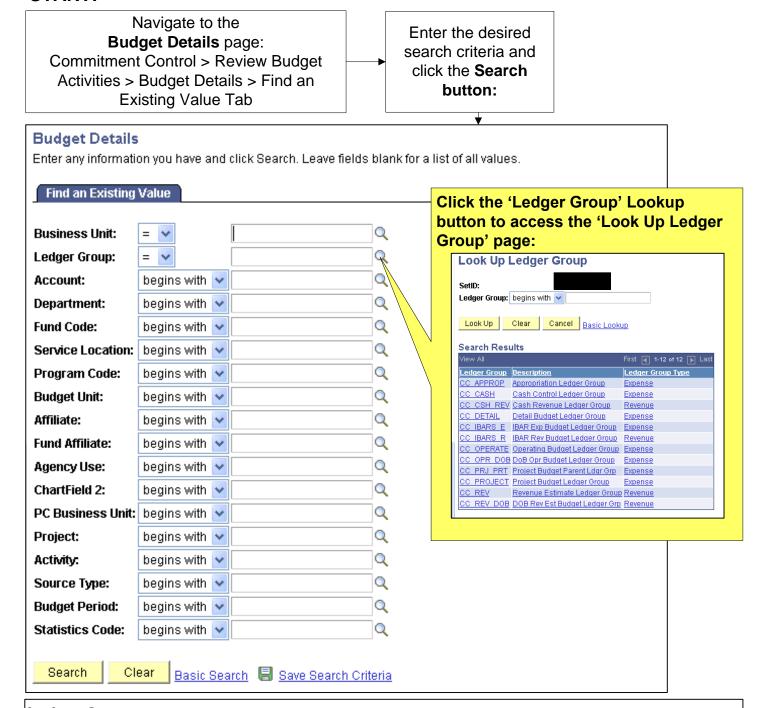


KK Tool 1 - Budget Details Page

V.1.0. 08-13-2013

This tool provides a guide to using the **Budget Details page** in SMART. The Budget Details page is accessible by the **GL Viewer role** in SMART and allows you to locate and view budget details and budget exception details. Budget exceptions are identified during certain SMART batch processes.

START:



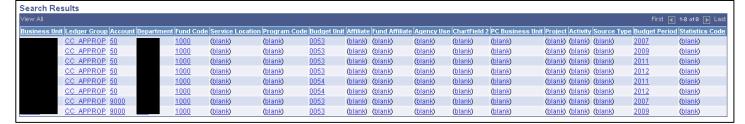
<u>Ledger Group:</u>

CC_APPROP = Agency's Appropriated Budget (from the Legislature – the agency cannot change this Ledger)

CC_OPERATE = Agency's Operating Budget (maintained by the agency)

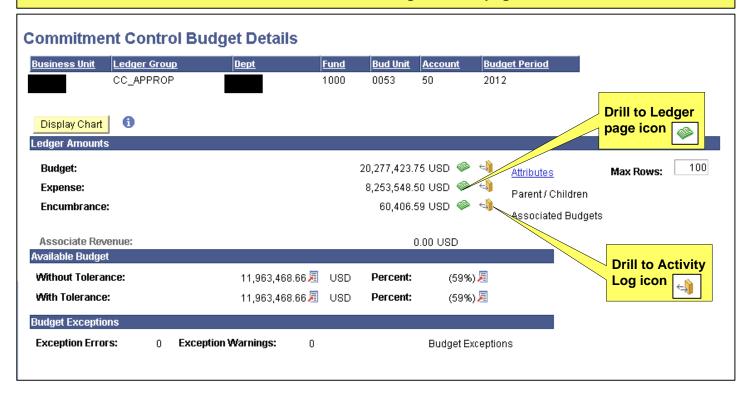
SMART returns a list of **Search Results** for the budget details which meet the Search criteria. The Search Results are displayed at the bottom of the page beneath the Search criteria section.

Budget Details page - Search Results section:



Select the desired Search Result row to open the Commitment Control Budget Details page.

Commitment Control Budget Details page:



Ledger Amounts Section:

<u>Budget:</u> In this example, the agency's total Appropriation Budget is displayed [because CC_APPROP Ledger was chosen]. (This is the amount that was Appropriated to the Agency by the Legislature).

Expense: Displays the agency's expenses thus far. Expenses are comprised of: Vouchers, Interfunds, P-Card Transactions, Travel & Expense Reports, and/or General Ledger Journal Entries (including Payroll journals).

Encumbrance: Displays the agency's outstanding encumbrance balances (Purchase Orders, Travel Authorizations, and/or GL encumbrance journals which are encumbering budget monies).

<u>Drill to Ledger Page icon:</u> Clicking this icon opens the **Ledger Page** in a new window and will display results by Fiscal Year and Accounting Period.

<u>Drill to Activity Log Page icon:</u> Clicking this icon opens the **Activity Log Page** in a new window and will display transaction details.

<u>Attributes Link:</u> The State of Kansas is not using this functionality. Please do not click on this link, thank you. <u>Max Rows:</u> Displays the number of rows to be displayed in the Search Results section. The default value is 100, and the maximum result is 300 records.

Available Budget Section:

<u>Without Tolerance and With Tolerance:</u> Both balances should be the same. The State of KS does not set tolerance amounts.

Budget Exceptions Section:

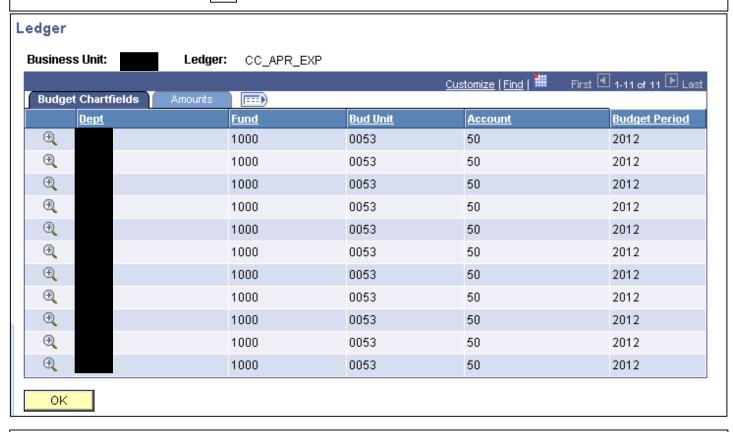
Exception Errors: Displays the number of Budget Exception Errors (identified during budget checking batch processes). Errors will stop a transaction from processing and must be reviewed and fixed by the agency before processing can continue.

Exception Warnings: Displays the number of Budget Exception Warnings (identified during budget checking batch processes). Warnings do not stop a transaction from processing, they inform the agency that a non-control budget exception exists.

<u>Budget Exceptions</u> will turn into a link if exceptions are recorded. The link will take you to the 'Commitment Control Budget Exceptions' page where you will see the ChartField and Transaction Type for the transaction(s) with errors.

Ledger page - Budget Chartfields tab:

Clicking the **Drill to Ledger icon** on the Commitment Control Budget Details page, opens the **Ledger** page:



In this example, the **Ledger** chosen is '**CC_APR_EXP**' = Commitment Control_Appropriations Budget_Expenses Ledger.

The Ledger page - <u>Budget Chartfields tab</u> allows you to view the **Department ID**, **Fund**, **Budget Unit**, **Account** (Chartfield values), and the **Budget Period** for the transaction.

Clicking the **Drill Down icon** on the Ledger page - Budget Chartfields Tab opens the **Activity Log** page.

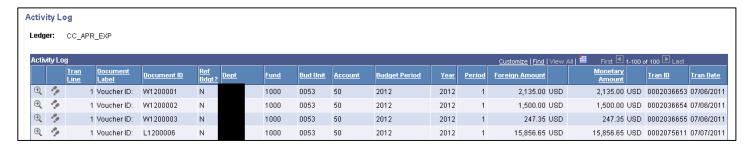
Ledger page - Amounts tab:



The Ledger page - Amounts tab allows you to view the Fiscal Year, Accounting Period (Fiscal Month Period, where 1 = July through 12 = June), Base (Dollar) Amount, Transaction (Dollar) Amount, Last Update Date Time (for the transaction), and the (batch process) Process Instance number.

Clicking the **Drill Down icon** (a) on the Ledger page > Amounts Tab opens the **Activity Log page**.

Activity Log page



<u>Drill Down Icon</u>: Clicking the **drill down icon** opens more information for the transaction item.

For example:

- 1. If the Document Label column states 'Voucher ID', clicking the Drill Down icon for the row opens the **Payables Voucher Line Drill Down page**.
- 2. If the Document Label column states 'Report ID', clicking the Drill Down icon for the row opens the **Expense Line Sheet Drill Down page**.

Activity Log Inquiry Icon: Clicking the Drill to Activity Log Inquiry Icon opens the Commitment Control Activity Log page in a new window.

<u>Tran Line</u>: Transaction Line number. Transaction line number from the Source Document in SMART.

<u>Document Label</u>: Source document type in SMART. *For example:* Voucher ID or Report ID (Expense Report).

<u>Document ID</u>: Source document identification number in SMART. *For example:* Ten digit Voucher ID number.

Ref Budgt: Indicates if the transaction referenced the budget (got budget checked).

N = No, transaction was not budget checked. An example is a voucher paid from a PO. The PO was previously budget checked so the Voucher will not need to be budget check again. **Y = Yes**, transaction was budget checked.

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Dept: Department ID – Chartfield value.

Fund: Fund code - Chartfield value.

Bud Unit: Budget Unit – Chartfield value.

Account: Account code – Chartfield value.

Budget Period: Budget Period – Chartfield value.

Year: Fiscal Year.

<u>Period</u>: Accounting Period within Fiscal Year. (1 = July, 12 = June).

Foreign Amount: Dollar amount of transaction.

Monetary Amount: Dollar amount of transaction.

<u>Tran ID</u>: Transaction ID number. Commitment Control transaction number. This number is unique to Commitment Control.

<u>Tran Date</u>: Transaction Date. Date transaction was created in SMART.

Commitment Control Activity Log page - Activity Log Inquiry Criteria section:

Clicking the **Drill to Activity Log Inquiry icon** on the Activity Log page opens the **Commitment Control Activity Log page** in a new window.

The top section of this page contains the **Activity Log Inquiry Criteria section**:

Commitment Control Activity Log Activity Log Inquiry Criteria			
Inquiry: *Transaction Type:	PS_AUTO_DR AP_VOUCHER Q	Description: Ledger Group:	Q
Application Business Unit: Voucher ID From: Tran ID: Process Status:	00000093 0002444715 Q	Voucher ID To: Tran Date: Process Instance:	00000093 09/19/2011
Maximum Rows:	100	FIOLESS HIStalice.	
Search Delete			

Inquiry: Contains the name of the inquiry. In this example: **PS_AUTO_DR** = PeopleSoft_Automatic_Delivered Report Auto defaults this inquiry. Users can customize and save inquiries they want to use again.

*Transaction Type: Drop down list. Select the **Source Transaction Type** that you wish to view. *For example:* Vouchers, Billing, Travel Authorizations, General Ledger Journals, Purchase Orders (encumbrances), and Purchase Requisitions (Pre-Encumbrance Agencies only).

Description: Optional. Allows the user to assign a description to the inquiry if desired.

Ledger Group: Drop down list. Select the desired Ledger Group from which to pull the information when searching using the Inquiry Criteria. If left blank, results for all budget ledgers will be returned.

Application Business Unit: Use this field to enter your **Agency's Business Unit number** (3 digit agency number with two zeroes on the end).

Voucher ID From: and Voucher ID To: If desired, enter a specific Voucher ID number into both fields, or enter a range of voucher ID numbers from which to search.

Tran ID: Transaction ID number. Commitment Control Transaction ID sourced from the Commitment Control module in SMART.

Tran Date: Transaction date. Date the transaction was recorded in the Commitment Control module in SMART.

Process Status: Drop down list. Enables the user to select a transaction budget checking Process Status from the drop down list. Values include: **Error**, **Valid**, or **Warning**.

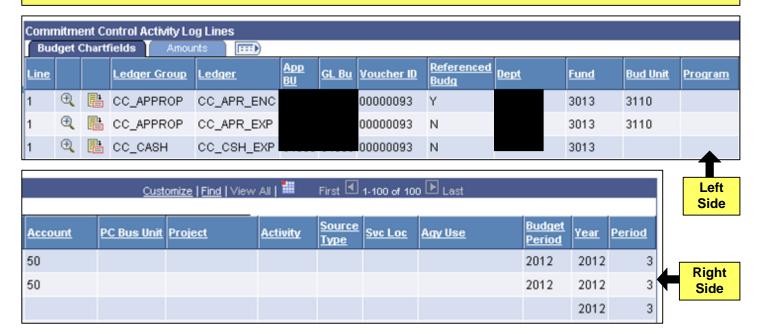
Process Instance: Drop down list. Allows the user to enter the batch Process Instance number if desired.

Maximum Rows: Default value is 100 rows. Maximum of 300 rows is allowed. Refers to the number of Search Results that will be displayed in the Search Results section below the Search button.

Search button: Once you have entered the desired search criteria, click the Search button to submit the criteria. The Search results will be displayed in a new section below the Search button.

Delete button: Allows user to delete inquiries. The **PS_AUTO_DR** is a delivered inquiry and should not be deleted.

Commitment Control Activity Log page > Log Lines Section > Budget Chartfields Tab:



<u>Line</u>: Displays the transaction Line number.

<u>Drill Down Icon</u>: Clicking the Drill Down icon opens the **Payables Voucher Line Drill Down page** in a new window.

<u>Go To Budget Inquiry</u>: Clicking the Go To Budget Inquiry icon opens the **Commitment Control Budget Details page** in a new window.

<u>Ledger Group</u>: Displays the Ledger Group for the transaction line.

<u>Ledger</u>: Displays the Ledger for the transaction line.

App BU: Displays the Agency's Business Unit number for the transaction line.

GL Bu: Displays the Agency's General Ledger Business Unit number for the transaction line.

<u>Voucher ID</u>: Displays the ten digit Voucher ID number (sourced from the Accounts Payable module) for the transaction line.

<u>Referenced Budg</u>: Indicates if the transaction referenced the budget (got budget checked). **N = No**, transaction was not budget checked; **Y = Yes**, transaction was budget checked.

Dept, Fund, Bud Unit, Program, Account: Displays the ChartField values that were used for the transaction line.

<u>PC Bus Unit</u>, <u>Project</u>, <u>Activity</u>: If applicable, displays the Business Unit number, Project, and Activity for the transaction line. (Only applicable to Agencies using the Projects module in SMART).

Source Type: If applicable, displays the Source Type that was selected for the transaction line. (Only applicable to Agencies using the Source Type field in SMART).

<u>Svc Loc</u>: If applicable, displays the Service Location value that was selected for the transaction line. (Only applicable to Agencies using the Service Location field in SMART).

Agy Use: If applicable, displays the Agency Use value that was selected for the transaction line. (Only applicable to Agencies using the Agency Use field in SMART).

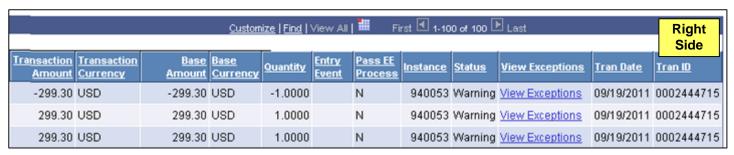
Budget Period: Displays the Budget Period the transaction was recorded.

Year: Displays the Fiscal Year the transaction was processed.

<u>Period</u>: Displays the Accounting Period (Fiscal month within the Fiscal Year, where 1 = July, and 12 = June) the transaction was processed.

Commitment Control Activity Log page - Log Lines Section - Amounts Tab:





The left side of the Amounts Tab is the same as the left side of the Budget Chartfields tab (please refer to page 6 of this document for those definitions).

The right side of the Amounts Tab contains:

Transaction Amount: Displays the total dollar amount for the transaction line.

Base Amount: Displays the total dollar amount for the transaction line.

Quantity: Displays the total quantity for the transaction line.

<u>Pass EE Process:</u> Not applicable – the State of Kansas is not using this functionality.

Instance: Displays the batch Process Instance number.

<u>Status:</u> Displays the Status of the transaction line (from the budget checking batch process) Values are: **Valid**, **Warning**, and **Error**. Errors must be fixed before a transaction can continue processing. Warnings indicate a non-control budget exception and do not stop processing.

<u>View Exceptions</u>: Clicking the 'View Exceptions' link opens the **Commitment Control Exceptions** page in a new window.

<u>Tran Date:</u> Displays the date that the transaction was created in the Commitment Control module in SMART.

<u>Tran ID:</u> Displays the ten digit Commitment Control transaction number (sourced from the Commitment Control module in SMART).